

Guide for Adding a Delegate to your eKASPER Account

Delegate accounts can save you time by requesting eKASPER reports on your behalf, and reduce the risk of inappropriate use of your account resulting from sharing your userid and password! This form provides information regarding establishing delegate accounts. Please note: when establishing a delegate account for someone who is already a delegate under a different master account holder, make sure you use the same delegate first name, last name, date of birth, and last four of Social Security Number. This will ensure the delegate does not receive a second eKASPER account.

Prior to starting, you will need to gather the following information for the delegate

- ☐ First and Last Name
- ☐ Social Security Number (Last Four Digits Only)
- ☐ Email Address
- ☐ Home Phone Number
- ☐ Home Address
- ☐ Date of Birth
- ☐ Drivers License Number/State Issued
- ☐ Photocopy of the Delegate's Driver's License (to be submitted with the account application)
- ☐ Mother's Maiden Name

Once the above information is available, the eKASPER Master Account Holder can proceed to the online application to add a delegate using the following steps.

1. Log in to your eKASPER account.
2. Select "Administration" from the navigational menu on the left side of the web page.
3. Select "Delegate Administration"
4. Enter the required delegate information on the web page.
5. Click the "Review Form" button.
6. Verify the information on the REVIEW FORM that will open in a pop-up window. If any corrections are needed, close the REVIEW FORM pop-up window and make the appropriate corrections.
7. When the application information is correct, close the REVIEW FORM pop-up window, then click the "Submit / Print Application" button.
8. The system will then open a pop-up window containing the APPLICATION FORM FOR ACCESS TO KASPER DATA, TERMS OF ACCOUNT USE AGREEMENT, and application instructions to complete the process.
9. The Master Account Holder and delegate must then print and sign the Application Form and Terms of Account Use Agreement and have the documents notarized.
10. Mail the application and required documentation within 90 days to the address provided in the application instructions.

For questions regarding the Delegate Request process, call the eKASPER Administrator at (502) 564-7985. For technical assistance with the Delegate Request process, call the eKASPER Help Desk at (502) 564-2703.